

January 2012-December 2012 Paid Leave Accrual

Please indicate in number of *hours*

2012 Personal accrual _____ (hours)

Vacation Carryover 12/31/11 _____ (hours)

2012 Vacation accrual + _____ (hours)

2012 Amount Used - _____ (hours)

12/31/12 Balance = _____ (hours)

Sick Carryover 12/31/11 _____ (hours)

2012 Sick accrual + _____ (hours)

2012 Amount Used - _____ (hours)

12/31/12 Balance = _____ (hours)

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____

2012 HOLIDAY SCHEDULE

- Monday, January 16, 2012 Martin Luther King, Jr. Day
- Monday, May 28, 2012 Memorial Day (Observed)
- Wednesday, July 4, 2012 Independence Day
- Monday, September 3, 2012 Labor Day
- Thursday, November 22, 2012 Thanksgiving Day
- Friday, November 23, 2012 Day after Thanksgiving
- Monday, December 24, 2012 Winter Break
- Tuesday, December 25, 2012 Winter Break
- Wednesday, December 26, 2012 Winter Break
- Thursday, December 27, 2012 Winter Break
- Friday, December 28, 2012 Winter Break
- Saturday, December 29, 2012 Winter Break
- Sunday, December 30, 2012 Winter Break
- Monday, December 31, 2012 Winter Break
- Tuesday, January 1, 2013 Winter Break

Winter Break is limited to a maximum of seven (7) days of holiday pay.